

SAPC 25380

SECRET

12 March 1958

Copy 2 of 2

Subject: Overtime for Salaried Employees

Dear Sir:

Effective 1 March 1958 it is company policy to pay salaried employees on a straight time basis for overtime hours worked if such work is approved in advance by the Vice President, Engineering.

It is our intention to keep such approved overtime to the minimum consistent with the accomplishment of the program objectives.

Your approval of such overtime costs for the performance of Contract BC-200 and Contract BC-450 is requested. The overtime policy is not applicable to Contract OS-100.

Very truly yours,

HYCON MFG. COMPANY

25X1A

Contract Administrator

BJW/pe

SECRET